



PERSONNEL POLICY

SUBJECT: INTERNSHIP PROGRAM

DATE: January 1, 2017

Number: 316-16

I. Statement of the Policy

The Fulton County Internship Program (“FCIP”) supports internships with the County that provide growth and learning opportunities for full-time college and university students (undergraduate and graduate students).

FCIP internships are educational opportunities for student interns and may be paid or unpaid. Departments are encouraged to develop internships in conjunction with accredited colleges and universities that are academically-oriented for the benefit of the student interns. Student interns are encouraged to apply for County internships, which provide them with experience that furthers and enhances their education and training. The County’s internships assist student interns in achieving their educational goals by giving them the opportunity to augment their classroom instruction with exposure to a real world setting. To the extent feasible, and in coordination with the student interns’ schools, academic credit may be offered to student interns in connection with their FCIP internships.

A FCIP internship should correspond as closely as possible to the student intern’s academic calendar, and should be for the appropriate amount of time necessary to provide the student intern with beneficial learning.

Each FCIP internship should be carefully crafted, developed, and monitored to ensure that a student intern’s work does not result in the displacement of County employees, impair existing contracts for service, or fill a vacant position. Student interns are not, and cannot be used as, a supplemental workforce. Student interns are not included in or part of the County’s career service system.

These policies do not create a contract of employment. Employment for non-classified employees remains “at will”.

II. Applicability

The qualifications for participation in a FCIP internship will be determined by the applicable Department, but at a minimum must include current, active enrollment as a full-time student at an accredited college or university as a required qualification.

III. Establishment and Implementation of Procedure

The County Manager, in consultation with the Chief Human Resources Officer and the County Attorney, is authorized to establish and modify, as needed, a procedure for implementing this policy.



PERSONNEL PROCEDURE

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I. Defining the Internship

During their internships under the Fulton County Internship Program (“FCIP”), FCIP student interns will assist with and learn through a predetermined project closely related to their academic major that enhances their skills and abilities. Learning objectives will be developed as a Department considers a FCIP internship opportunity, and those objectives will be placed on the internship announcement. Student interns will be given structured assignments and coursework integrated with their school curriculums throughout their internships, coupled with hands-on or clinical supervision, evaluation, and feedback.

The Department should develop an internship for a student intern designed to provide that student intern with meaningful educational experiences applicable to his or her specific field of study. If possible, Departments should coordinate with accredited colleges and universities in crafting their FCIP internship. The Student Internship Development Worksheet can assist in identifying appropriate projects for the intern within the Department. Once the internship has been developed an internship description should be created noting the following information:

- Name and Location of Department Requesting Intern
- Functions of Department
- Summary of the Intern Project
- Intern’s Role
- Educational & Experience Requirements (Minimum Qualifications)
- Skills, Training or Qualifications
- Duration and Time Commitment
- Learning Objectives
- Additional Information

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A FCIP internship must correspond as closely as possible to the student intern's academic calendar, and should be for the appropriate amount of time necessary to provide the student intern with beneficial learning. For example, a FCIP internship may be of a semester-long duration. The duration and/or hours of a FCIP internship cannot be grossly excessive, and the supervisor or administrator of a FCIP internship should be mindful of and accommodate the student intern's academic commitments.

II. Obtaining Approval for the Internship

Once an internship description has been developed, the internship description must be approved by the Appointing Authority and forwarded for final approval to the Chief Human Resources Officer or his designee.

III. Selecting a Student Intern Candidate

Once approved, the Department of Human Resources Management will recruit candidates from accredited colleges and universities for the internship opportunity and will forward those candidates who satisfy the minimum qualifications to the applicable Department. Departments will utilize the County's normal selection methods to choose the student intern.

Before starting an FCIP internship, a potential student intern must sign a County acknowledgement form stating that the student intern (1) understands that the FCIP internship is unpaid, and that the student has no expectation of compensation for his or her participation in the FCIP internship, and (2) understands that his or her participation in the FCIP internship does not entitle the student intern to a paid job with the County at the conclusion of the FCIP internship.

IV. Student Intern Monitoring

Each Department must regularly review the duties performed by student interns to ensure that they are engaged in meeting their learning objectives. Each student intern must be assigned a supervisor/mentor who monitors the student intern on a daily basis and provides guidance and instruction to the student intern throughout his or her completion of the internship project. It is recommended that the student intern provide a presentation or complete a final project at the end of the internship (or at appropriate intervals) to demonstrate how the learning objectives were met, and for the supervisors/mentors to complete summative evaluations of the student intern.

V. Early Termination of Internship

Student interns may terminate their participation in a FCIP internship at any time, without reason or prior notice. However, if a student intern ends his or her participation in a FCIP internship, he or she may not receive academic credit (if available) for the internship, and the County will inform the student intern's school of the student intern's decision to end his or her participation in the FCIP internship.

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The County may also end a student intern's participation in a FCIP internship early if the student intern engages in disruptive, unprofessional, or illegal behavior while participating in the internship. The County will inform the student intern's school of the County's decision to end the student intern's participation in the FCIP internship, and the student intern may not receive academic credit (if any) for the internship.

VI. Authority

This Program is developed under authority of Policy No. 316.

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PERSONNEL BOARD

Fulton County Government Center
141 Pryor Street, S.W. – Suite 3030
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Phone 404.613.6700 | Fax 404.893.6568



**DEPARTMENT OF HUMAN
RESOURCES MANAGEMENT**



Ouida W. Collins, Chair
W. Jackson Winter, Jr., Vice Chair
Janine M. Brown
Paul Zucca
Douglas Gray
Derrick A. Wilson
Sunil C. Savili

Kenneth L. Hermon, Jr., PHR, IPMA-CP
Chief Human Resources Officer

**Fulton County Government
Internship Application Form**

Application for session and year (check only one) for which you are applying:

A. Summer _____ (year) B. Fall _____ (year) C. Spring _____ (year)

Name: _____ **Email:** _____
Last First MI

Current Address: _____ **Telephone:** (____) _____
(City, state, zip) _____

Permanent Address: _____ **Telephone:** (____) _____
(City, state, zip) _____

County Internships will be available at various locations throughout Fulton County. Please indicate any preferences and/or limitations you have on location:

College/University: _____

Current Major/Career Strand: _____ **Current Minor:** _____

Estimated Overall GPA: _____ **Credit Hours Completed (through last semester):** _____

Number of credit hours enrolled during current semester: _____

Anticipated Graduation Date: _____

If selected, will you receive Academic Credit for this Internship? Yes _____ No _____

Why do you want to participate in the County’s Internship Program? What do you hope to learn or accomplish during your Internship?

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Please check all skills in which you have an intermediate to advanced level proficiency:

- | | | |
|---|--|---|
| <input type="checkbox"/> Web Design | <input type="checkbox"/> Written Communications/Report Writing | <input type="checkbox"/> Graphic Design |
| <input type="checkbox"/> Word Processing | <input type="checkbox"/> Database Management | <input type="checkbox"/> Spreadsheets |
| <input type="checkbox"/> Oral Presentations | <input type="checkbox"/> Relationship Building | <input type="checkbox"/> Instructing/Training |

What are some of your other skills, abilities, or interests that are not listed above?

Please describe your participation in any extracurricular activities which may contribute to your effectiveness as an Intern. Be sure to include any leadership positions held:

Describe any work experiences you have had, either paid or volunteer, which you believe would be relevant to this internship:

Applicant Signature

Date

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FULTON COUNTY GOVERNMENT
Student Internship Development Worksheet

Date: _____

Department: _____

Contact Person: _____ Title: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Fax: _____ Email: _____

Interns must be currently enrolled full-time in an accredited college or university

Worksite Location: _____ # Interns: _____

College (Undergraduate) ___ College (Graduate School) ___

Semester: Fall: ___ Spring: ___ Summer: ___

Intern Project Name:

Intern Project Description:

Intern's Role Description:

Qualifications:

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VOLUNTARY POST-INTERNSHIP SURVEY

We hope you enjoyed your learning experience with the Fulton County Government. So that we may learn from your experiences with us, we would appreciate your completing this post-internship survey. Survey responses provide valuable information the county can use for improving the learning experience of student interns.

Name		Supervisor/Mentor	
Department/Division		EIN	
Area of Study/Major		Dates of Internship	
School Level (circle one)	Undergraduate	Graduate	Post-graduate/Fellowship

Were the following reasons important in your decision to intern with the FCIP?	Yes	Somewhat	No
Desire to work in the public/government sector after graduation			
The FCIP’s reputation as a good learning environment for interns			
Resume building			

Please describe your internship experience at your assigned Department including projects on which you participated and a description of typical daily activities performed _____

Please tell us about your experience at your Department

	Strongly agree	Agree	Disagree	Strongly disagree
I was able to develop skills related to my area of educational study				
I understood the learning objectives of my internship				
I received feedback on progress toward meeting my learning objectives				
My supervisor/mentor was accessible and approachable				
My supervisor/mentor exhibited genuine interest in my development				
My supervisor/mentor provided learning opportunities				

Please describe how this internship complimented your educational learning objectives _____

Thank you for completing this voluntary survey. Your responses are valued and appreciated.

Please send completed surveys to: FCIP@fultoncountyga.gov

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